

FAMILY AND SOCIAL SERVICES ADMINISTRATION

Job #: **405-01**

Division: Executive Office

Location: Downtown Indianapolis, Indiana

Job Duties: Work will be assigned by Division Directors to handle short-term projects for the vulnerable population of Indiana. Assignments may include researching grants, determining the outcomes of data analysis, working with screening, assessment and treatment of children materials and other projects as determined by the executive team.

Minimum Qualifications: At least one year of post secondary education. Strong writing, research and communication skills.

FAMILY AND SOCIAL SERVICES ADMINISTRATION

Job #: **405-02**

Division: Medicaid and Policy Planning

Location: Downtown Indianapolis, Indiana

Job Duties: Projects may include...

1. Assist with managed care program for aged, blind, disabled recipients to include meeting with advisory groups, stakeholders and preparing educational materials.
2. Work on priorities for the Hoosier Healthwise program – over-utilization of the emergency room and increasing well child visits.
3. Assist in the integration of the chronic disease management program and our risk based managed program. Work would include meeting with stakeholders, process mapping, etc.

Minimum Qualifications: At least one year of post secondary education. Strong writing, research and communication skills.